

Dated: 2/26/08

**HURON COUNTY
73B DISTRICT COURT**

JOB TITLE: DISTRICT COURT PROBATION OFFICER

CLASSIFICATION: Grade 9 (\$28,521 - \$35,366, depending on qualifications/experience)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The person who fills this position is expected to perform the following duties and responsibilities with minimal supervision by the District Judge:

1. Investigate the background of individuals awaiting sentencing for District Court convictions. Includes reviewing arrest reports, driving record, criminal history, employment record, and other pertinent information, and interviewing the individual, family, employer, arresting officer(s), complainant, and others as deemed necessary.
2. Analyze information gathered, assess the individual's character, make a judgment regarding the probability of future criminal behavior, and prepare a pre-sentence report containing case, personal and criminal history, treatment plan, psychological assessments, and recommendations as to the most appropriate Court action.
3. Provide orientation to newly assigned probationers explaining and interpreting the terms and conditions of an individual's probation order and Court policies and procedures.
4. Supervise assigned probationers, meeting with them regularly to assess and monitor compliance with probation orders.
5. Refer probationers to community agencies for assessment, counseling, treatment, and training for drug, alcohol and/or emotional problems, deviant behavior, and educational and/or employment deficits.
6. Initiate enforcement action when probation terms and conditions are violated. Includes obtaining probation violation petition and arrest following judicial approval.
7. Recruit, train, supervise and assign work to volunteer probation officers and assigned student interns.
8. Perform all clerical functions necessary to the efficient administration of the Probation Department such as typing pre-sentence reports, correspondence, and monthly reports.
9. Perform any other functions related to the above as may be directed by the District Judge, including, but not limited to, conducting screening and assessments of persons convicted of alcohol related offenses.
10. Keep abreast of all changes in the law and procedure regarding matters within this job description.

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QUALIFICATIONS:

EDUCATION: Associate Degree in psychology, criminal justice, social work, counseling, or a closely related field.

EXPERIENCE: Some practical experience in criminal justice, psychology, or social work.

OTHER REQUIREMENTS: Possession of a valid Michigan driver's license.

The above job description is not all inclusive of the total scope of duties to be performed and is meant as a general guideline for such duties.

Also, the above qualifications are intended to represent general guidelines of the skill and experience levels associated with performing the duties and responsibilities involved. These qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.